



# Equal Employment Opportunity Program (EEOP)

## Reporting Tool User Guide

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## Introduction

The Equal Employment Opportunity (EEO) Reporting Tool is designed to assist the Department of Justice (DOJ) funding recipients meet requirements to continue to receive financial assistance. Compliance with various Federal civil rights standards and reporting is a condition of accepting Federal financial assistance. Failure to meet these requirements could result in the loss of current or future funding, or both.

There is no requirement to use the EEO Reporting Tool, but it is highly encouraged.

## Purpose

This user guide provides step-by-step instructions on how to navigate the EEO Reporting Tool to create your organization's account, complete the Verification Form, and if necessary, complete the Utilization Report.

## Process Overview

- ❖ Before accessing the EEO Reporting Tool, confirm whether your organization has an existing account.

Following the confirmation or creation of an account this user guide will guide you through the following steps:

- ❖ Signing in to access the EEO Reporting Tool.
- ❖ Creating an Organization Profile.
- ❖ Preparing and submitting a Verification Form.
- ❖ Preparing and submitting a Utilization Report, if required.

## EEOP Service Desk

If you require programmatic assistance with your submission, you may contact the Office for Civil Rights (OCR) at 202-598-6458 and leave a detailed message or email [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov).

If you have IT related problems with your submission, you may contact the EEOP Service Desk at 202-307-0627 and leave a detailed message or email [EEOPITSupport@usdoj.gov](mailto:EEOPITSupport@usdoj.gov).



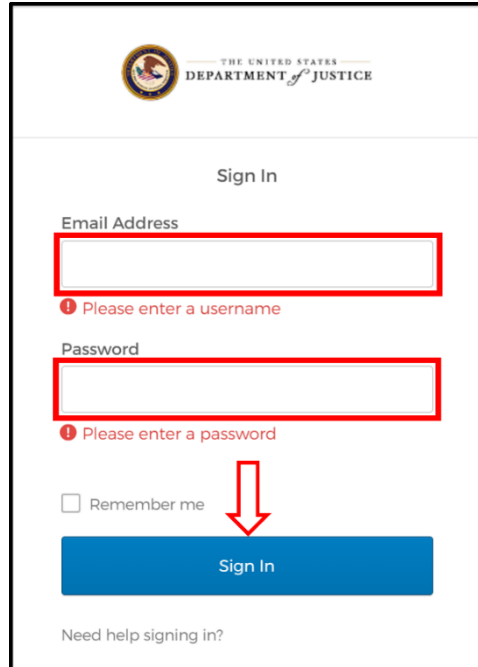
## 1. Log In to Access the EEO Reporting Tool

The Digital Identity & Access Management Directory (DIAMD) system provides a centralized and highly secure identity governance and access management platform supporting the DOJ users. If you have not created an account in DIAMD, you have the option to enroll. Refer to the [DIAMD Account Access](#).

### 1.1 DIAMD Sign In

Navigate to the [DIAMD Homepage](#) and enter the required fields to access the EEOP application (Figure 1). Alternatively, you may access EEO Reporting Tool via the [OCR Homepage](#).

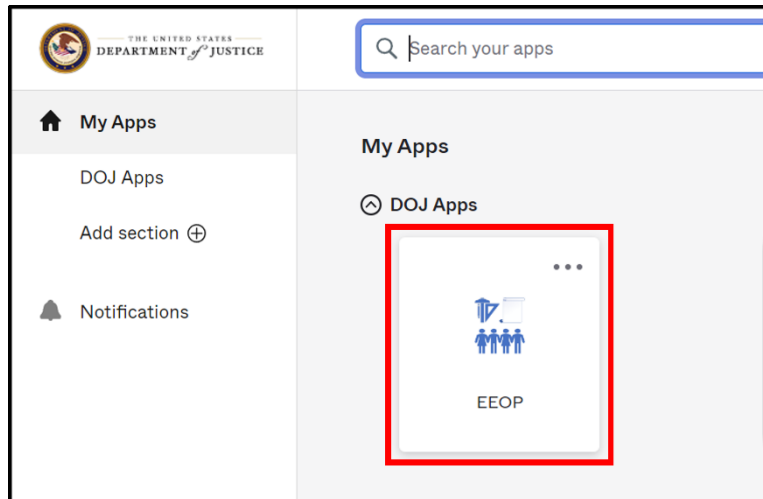
1. Enter the **email address** used to create the account.
2. Enter the **password** used to create the account.
3. Select, **Sign In**.



**Figure 1: DIAMD Sign In**



4. Upon Sign In, the system will display the EEOP Application in DIAMD. Select the **EEOP** application to access the EEO Reporting Tool (Figure 2).
5. A “Signing in to EEOP” message will be displayed on your screen.



*Figure 2: EEOP Application*

## 2. Organization Profile

### 2.1 Authorized Users

Under the Organization Profile tab, any Authorized Users will be displayed (Figure 3).

**NOTE:** Reporting requirements are determined when the Verification Form is submitted.

**Non-Exempt:** If your organization *is* required to submit a Utilization Report, the end-user with Implementation Authority, User, and Entity Administrator can E-Sign and Submit the Verification Form.

**Exempt:** If your organization *is not* required to submit a Utilization Report, *only* the end-user with Implementation Authority can E-Sign and Submit the Verification Form.

1. If needed, update your phone number by clicking on the form field.
2. Select **Save**.
3. If no updates are required, proceed to section 2.2 of this user guide.

Organization Profile Verifications/Reports FAQs Contact Logout

Good afternoon Sabrina Rahman!

### Authorized Users

Your organization's authorized users are listed below. Changes and updates can be made by your entity administrator.

NOTE: Implementation Authority means having the legal authority to implement your organization's EEO Plan. Only users with Implementation Authority can e-sign and Certify the EEO Plan.

Sabrina Rahman	Sabrina.Rahman@usdoj.gov	Assigned role: Implementation Authority	Phone: 123-485-6789
John Doe	john.doe@usdoj.gov	Assigned role: Entity Administrator	Phone: 123-485-6789

Save

Figure 3: Authorized Users





## 2.2 Organization Profile

The Organization Profile will be pre-populated with the information provided in the System for Award Management (SAM). Any changes to the Organization Profile must be submitted via [SAM.gov](https://sam.gov) (Figure 4).

1. Click the drop-down button to select an **Organizational Category**.
2. Click the drop-down button to select an **Organizational Type**.
3. Select **Save**.

The screenshot shows the 'Organization Profile' form. It contains several input fields for organization details. Two dropdown menus are highlighted with red boxes: '\*Organizational Category' (set to 'Government Law Enforcement') and '\*Organizational Type' (set to 'Special Jurisdiction Law Enforcement'). A red arrow points from the 'Save' button to the '\*Organizational Type' dropdown.

Figure 4: Organization Profile

4. In the upper right-hand corner of the module, click the **Verifications/Reports** tab to continue to the next module (Figure 5).

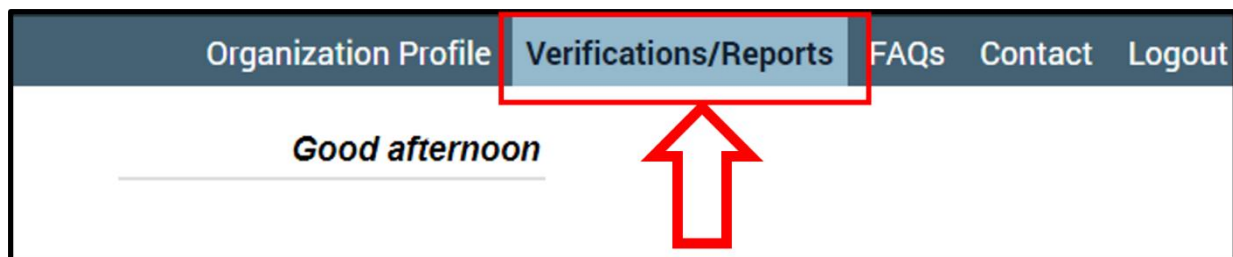


Figure 5: Verifications/Reports Tab



### 3. Prepare a Verification Form

The Verification Form is the process in which the recipients acknowledge reporting requirements.

#### 3.1 Verification of EEO Reporting Requirements Status

The Verification of EEO Requirements Status module lists any previously submitted forms (Figure 6).

1. To review a completed form, select **View Verification Form** or **Download Verification Form**.
2. To create a new form, select **Prepare Verification Form**.
3. If you have completed a Verification Form and need to Prepare a Utilization Report, select **Work on Utilization Report**.

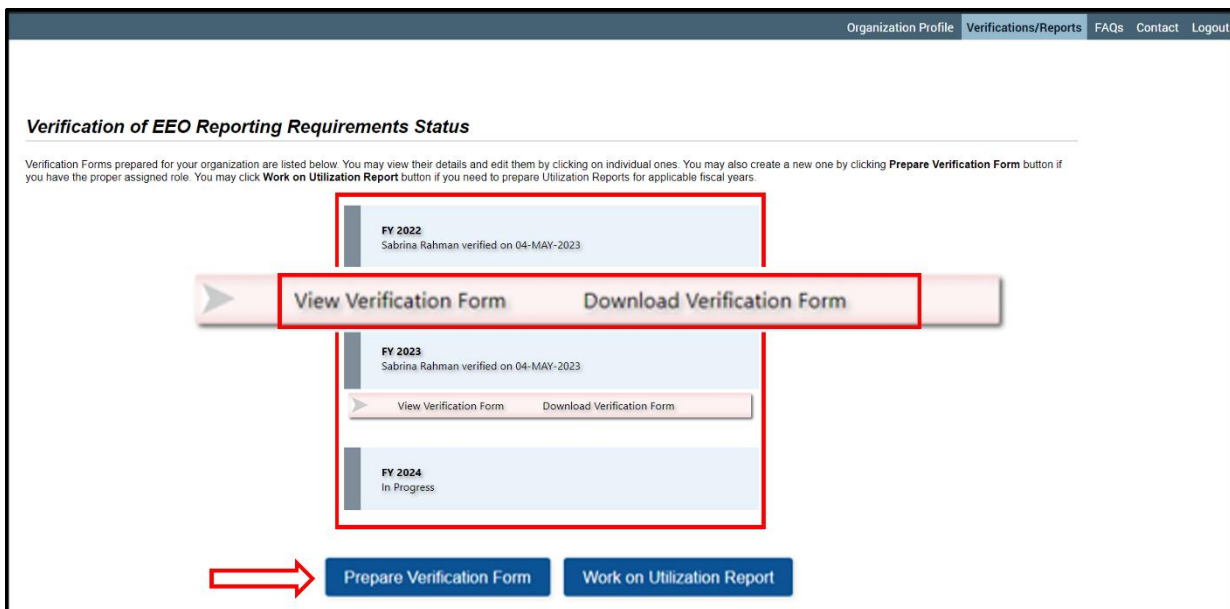


Figure 6: Verification Form Status



### 3.2 Determination of EEO Reporting Requirements

The system will display the Determination of EEO Reporting Requirements module (Figure 7). The data collected in this section will be used to determine the type of Verification Form that is required.

1. Click on the drop-down button to select the **Number of Employees**.
2. Click on the drop-down button in the **Award Fiscal Year** field to select the fiscal year for which you are certifying,
3. Click on the drop-down button to select the **Single Largest Grant Amount**.
4. Click on the drop-down button in the **Filed Utilization Report Last Year** field to select **Yes** or **No**.
5. Click on the drop-down button in the **Have Subrecipients Subawarded More than \$500,000** field to select **Yes** or **No**.
6. Select **Save and Continue**.

Organization Profile Verifications/Reports FAQs Contact Logout

#### Determination of EEO Reporting Requirements

Please provide details of your Verification Form requested below if you have the proper assigned role.

*Number of Employees 150 or More	*Award Fiscal Year 2023
*Single Largest Grant Amount \$500,000 or More	*Filed Utilization Report Last Year No
*Have Subrecipients Subawarded More Than \$500,000 Yes	

**Save and Continue** ←

Continue

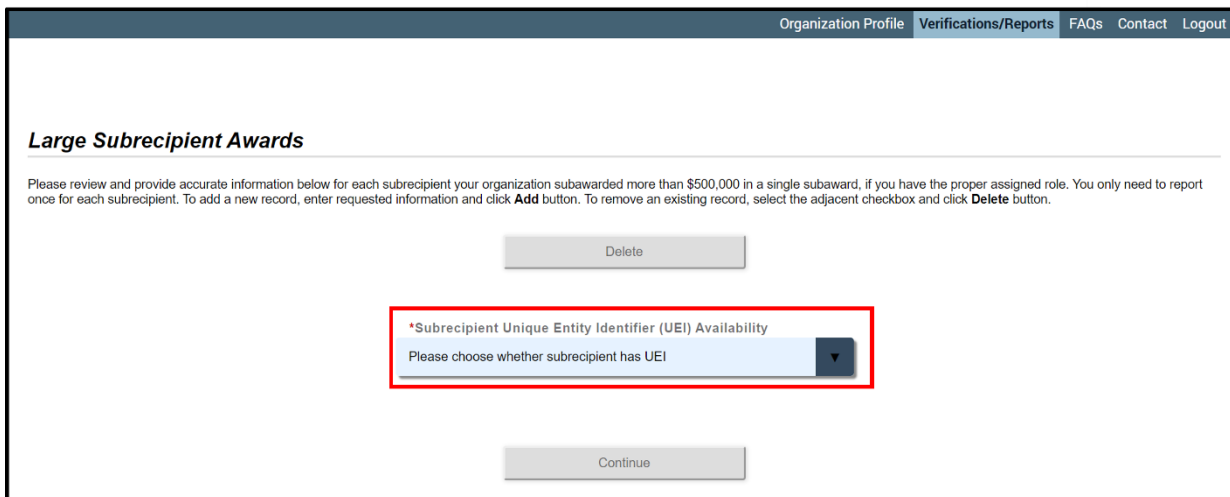
**Figure 7: Determination of EEO Reporting Requirements Module**



### 3.3 Large Subrecipients Awards

Review the information provided and provide information for each subrecipient your organization sub awarded more than \$500,000 in a single subaward (Figure 8).

1. Click on the drop-down button in the **Subrecipient Unique Entity Identifier (UEI) Availability** to select **Yes** or **No**.
2. Select **Continue**.



The screenshot shows the 'Large Subrecipient Awards' module interface. At the top, there is a navigation bar with links: 'Organization Profile', 'Verifications/Reports', 'FAQs', 'Contact', and 'Logout'. Below the navigation bar, the title 'Large Subrecipient Awards' is displayed. A paragraph of instructions follows: 'Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.' Below this text, there is a 'Delete' button. A red rectangular box highlights a section titled '\*Subrecipient Unique Entity Identifier (UEI) Availability' with the instruction 'Please choose whether subrecipient has UEI' and a dropdown arrow. At the bottom of the form, there is a 'Continue' button.

**Figure 8: Large Subrecipient Awards Module**



## Subrecipient with UEI

If the subrecipient has a Unique Entity Identifier (UEI), you will be prompted to enter the UEI and Single Largest Sub Amount (Figure 9).

1. Click on the dropdown button in the Subrecipient UEI Availability to select **Yes**.
2. Enter the subrecipient **UEI**.
3. Enter the subrecipient **Single Largest Sub-Grant Amount**.
4. Select **Add**.

Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.

Delete

\*Subrecipient Unique Entity Identifier (UEI) Availability

Yes

\*Unique Entity Identifier (UEI)

\*Single Largest Grant Amount

Add

Continue

**Figure 9: Subrecipient with UEI**

5. The subrecipient profile will display at the top of the page (Figure 10).
6. Select **Continue**.

Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.

☒

Subrecipient Name:

Single Largest Grant:

Contact Email:

Address:

UEI:

Contact Name:

Contact Phone:

Delete

\*Subrecipient Unique Entity Identifier (UEI) Availability

Please choose whether subrecipient has UEI

Continue

**Figure 10: Subrecipient Profile 1**

The system will direct you to the Compliance with EEOP Requirements module, see 3.4 in this user guide.



### Subrecipient without UEI

If the subrecipient does *not* have a UEI, you will be prompted to provide information about the subrecipient (Figure 11).

1. Click on the dropdown button in the Subrecipient UEI Availability to select **No**.
2. Enter the **Subrecipient Name**, **Single Largest Grant Amount**, **Contact Name**, **Contact Email**, **Contact Phone**, **Contact Street**, **City**, **Zip Code**, and **State/Territory**.
3. Select **Add**.

Figure 11 shows a web form for adding a subrecipient without a UEI. The form includes a 'Delete' button at the top. A dropdown menu for '\*Subrecipient Unique Entity Identifier (UEI) Availability' is set to 'No'. Below this, a red box highlights the input fields for: '\*Subrecipient Name' (Unity House of Joy), '\*Single Largest Grant Amount' (500001), '\*Contact Name' (John Doe), '\*Contact Email' (jondoe@uhoj.org), 'Contact Phone' (123-485-6789), '\*Street' (123 Haven Street), '\*City' (Springdale), '\*Zip Code' (20850-8574), and '\*State/Territory' (Please choose State). At the bottom, there is a large blue 'Add' button with a red arrow pointing to it, and a 'Continue' button below it.

**Figure 11: Subrecipient without UEI**

4. The subrecipient profile will display at the top of the page (Figure 12).
5. Select **Continue**.



Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.

<input checked="checked" type="checkbox"/>	<b>Subrecipient Name:</b> <b>Single Largest Grant:</b> <b>Contact Email:</b> <b>Address:</b>	<b>UEI:</b> <b>Contact Name:</b> <b>Contact Phone:</b>
--	---	--

**Delete**

\*Subrecipient Unique Entity Identifier (UEI) Availability  
Please choose whether subrecipient has UEI

**Continue**

**Figure 12: Subrecipient Profile 2**

The system will direct you to the Compliance with EEOP Requirements module, see 3.4 in this user guide.




## Delete Subrecipient


To remove an existing subrecipient profile (Figure 13):

1. Click on the **adjacent checkbox** next to the subrecipient profile you want to delete. A checkmark will appear inside the box.
2. Select **Delete**.

Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.

<input checked="" type="checkbox"/>	<b>Subrecipient Name:</b> <b>Single Largest Grant:</b> <b>Contact Email:</b> <b>Address:</b>	<b>UEI:</b> <b>Contact Name:</b> <b>Contact Phone:</b>
-------------------------------------	---	--

**Delete** 

\*Subrecipient Unique Entity Identifier (UEI) Availability  
Please choose whether subrecipient has UEI 

**Continue**

**Figure 13: Delete Subrecipient**





### 3.4 Compliance with EEOP Requirements

#### Non-Exempt Verification

If your organization is *not* exempt from submitting a Utilization Report, you will be required to electronically sign the Verification Form. Prior to submission, a notice will alert you of the requirement to submit a Utilization Report. By clicking on Submit Verification Report, you agree to the requirement (Figure 14).

1. Review the **“Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements”**.
2. Select **E-Sign Verification Form**.

**Compliance with Equal Employment Opportunity Program (EEOP) Requirements**

[Read Instructions](#)

Organization Name: COUNTY OF BEAVER	UI: PWAKYHGMYYJ3
Address: P.O. BOX 392 BEAVER UT 84713-0392	Category   Type: Government Law Enforcement   Special Jurisdiction Law Enforcement
Contact Name: Tom Doe	Contact Title:
Contact Email: tom.doe@usdoj.gov	Contact Phone:
Number of Employees: 150 or More	Single Largest Grant: \$500,000 or More
Subrecipient Award Greater Than \$500,000: Yes	Filed Utilization Report Last Year: No

**Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements**

I, \_\_\_\_\_ (authorized official) acknowledge that \_\_\_\_\_ (organization) has an obligation to develop and submit an EEO Program Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for \_\_\_\_\_ (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 42.301-308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Program Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, \_\_\_\_\_ (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEO Program regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEO Program may allow the OCR to draw an adverse inference based on the data's absence.

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

**E-Sign Verification Form**

I understand my organization still have the obligation to submit a Utilization Report after having submitted this Verification Form. The system will redirect to Utilization Report module after I clicked Submit Verification Form below.

Submit Verification Form

Figure 14: Non-Exempt E-Sign Verification Form



- The blue box will turn orange to indicate the form has been electronically signed (Figure 15).

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

**E-Signed Verification Form**

I understand my organization still have the obligation to submit a Utilization Report after having submitted this Verification Form. The system will redirect to Utilization Report module after I clicked Submit Verification Form below.

**Submit Verification Form**

**Figure 15: E-Signed Non-exempt Verification Form**

**YOU ARE NOT DONE  
YOU MUST SUBMIT THE VERIFICATION FORM**

- Click on **Submit Verification Form** acknowledging the requirement to submit a Utilization Report (Figure 16).

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

**E-Signed Verification Form**

I understand my organization still have the obligation to submit a Utilization Report after having submitted this Verification Form. The system will redirect to Utilization Report module after I clicked Submit Verification Form below.

**Submit Verification Form**

**Figure 16: Submitted Non-Exempt Verification Form**

- Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization is **required to submit a Utilization Report** (Figure 17). The system will redirect you to the Profile Verification module. **Your organization must maintain a written EEO Plan and has additional reporting requirements.**

Verification Form Received

EA EEOP Automated Email Service  
To: (your email address)

Hello (your name),

Your EEO Verification of Reporting Requirements Form for Award Year 20XX has been successfully submitted. You may view and download the PDF version at any time in your account.

**Your organization must also submit an EEO Utilization Report for Award Year 20XX. Please continue using the EEO system for step-by-step guidance in preparation and submission of your EEO Utilization Report.**

Thank you.

Office of Civil Rights  
Equal Employment Opportunity Program

**Figure 17: Non-Exempt Email Notification**



## Exempt Verification

If your organization *is* exempt from submitting a Utilization Report, only a person with Implementation Authority will be able to electronically sign and submit the Verification Form (Figure 18).

1. Review the **“Declaration Claiming Exemption from the EEO Program Utilization Report Submission Requirement”**.
2. Select **E-Sign Verification Form**.

**Compliance with Equal Employment Opportunity Program (EEO) Requirements**

[Read Instructions](#)

Organization Name: COUNTY OF BEAVER	UOI: PWAKYHGMYYJ3
Address: P.O. BOX 392 BEAVER UT 84713-0392	Category   Type: Government Law Enforcement   Special Jurisdiction Law Enforcement
Contact Name: Tom Doe	Contact Title:
Contact Email: tom.doe@usdoj.gov	Contact Phone:
Number of Employees: 150 or More	Single Largest Grant: \$500,000 or More
Subrecipient Award Greater Than \$500,000: Yes	Filed Utilization Report Last Year: Yes

**Declaration Claiming Exemption from the EEO Program Utilization Report Submission Requirement**

The following boxes apply:

☐ Not-for-Profit Organization ☐ Tribe or Tribal Government

☐ Educational Institution ☐ Health Care or Hospital Facility

☐ Less Than 50 Employees ☐ Receiving Award(s) Less Than \$25,000

☒ Filed Utilization Report Last Year

I, \_\_\_\_\_ (authorized official) verify that \_\_\_\_\_ (organization) is not required to prepare an EEO Program Utilization Report during \_\_\_\_\_ (fiscal year) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further verify that \_\_\_\_\_ (organization) will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

**E-Sign Verification Form**

Submit Verification Form

**Figure 18: Exempt Verification**

3. The blue box will turn orange to indicate the form has been electronically signed (Figure 19).

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

**E-Signed Verification Form**

Submit Verification Form

**Figure 19: E-Signed Exempt Verification Form**



**YOU ARE NOT DONE  
YOU MUST SUBMIT THE VERIFICATION FORM**

4. Select **Submit Verification Form** (Figure 20).

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.


E-Signed Verification Form

**Submit Verification Form**

**Figure 20: Submitted Exempt Verification Form**

5. Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization is exempt from submitting a Utilization Report (Figure 21).

Verification Form Received

 EEOP Automated Email Service  
To: (your email address)

Hello (your name),

Your EEO Verification of Reporting Requirements Form for Award Year 20XX has been successfully submitted. You may view and download the PDF version at any time in your account.

**Your organization is exempted from submitting an EEO Utilization Report for Award Year 20XX.**

Thank you.

Office of Civil Rights  
Equal Employment Opportunity Program

**Figure 21: Exempt Email Notification**

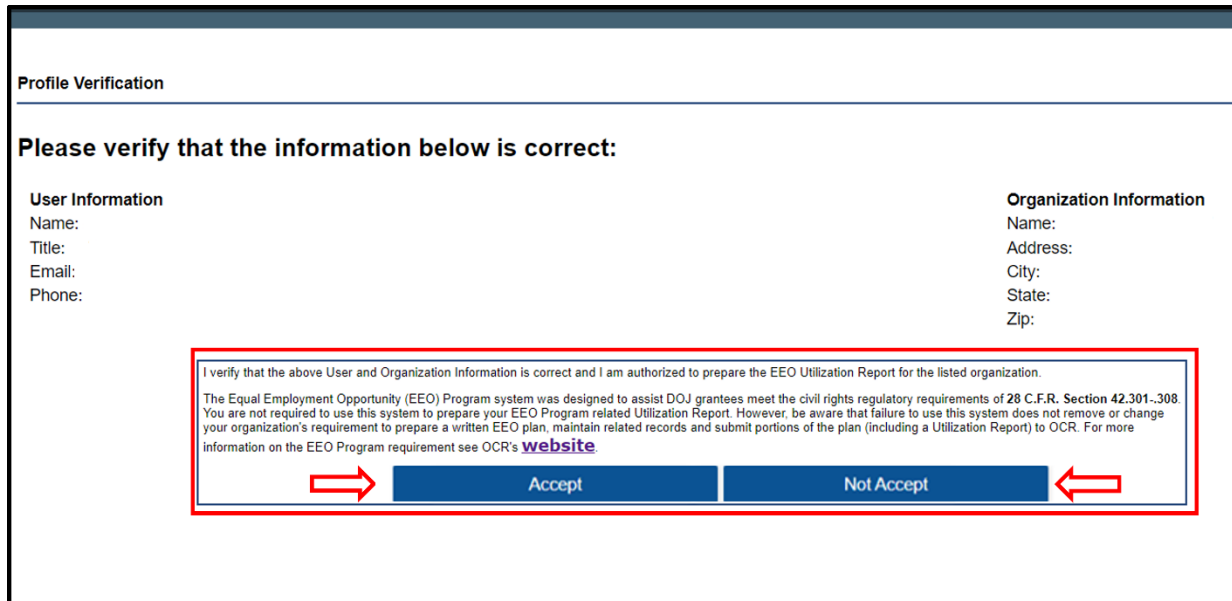
The system will redirect you to the Verification of EEO Reporting Requirements Status. You may choose to view or download your submitted form or exit the system by clicking **Logout** located on the top right of the module.



### 3.5 Profile Verification

The system will direct you to verify your profile and organization information to begin preparation of the EEO Utilization Report for the listed organization (Figure 22).

1. If the information displayed on the screen is correct, select **Accept**. The system will direct you to the Reporting History module.
2. If the information displayed on the screen is *not* correct, select **Not Accept**. The system will redirect you to Verification of EEO Reporting Requirements Status module.



The screenshot displays the 'Profile Verification' interface. At the top, it says 'Please verify that the information below is correct:'. Below this, there are two columns of input fields. The left column, titled 'User Information', includes fields for Name, Title, Email, and Phone. The right column, titled 'Organization Information', includes fields for Name, Address, City, State, and Zip. Below these fields is a large text box containing a verification statement: 'I verify that the above User and Organization Information is correct and I am authorized to prepare the EEO Utilization Report for the listed organization. The Equal Employment Opportunity (EEO) Program system was designed to assist DOJ grantees meet the civil rights regulatory requirements of 28 C.F.R. Section 42.301-.308. You are not required to use this system to prepare your EEO Program related Utilization Report. However, be aware that failure to use this system does not remove or change your organization's requirement to prepare a written EEO plan, maintain related records and submit portions of the plan (including a Utilization Report) to OCR. For more information on the EEO Program requirement see OCR's [website](#).' Below the text box are two blue buttons: 'Accept' and 'Not Accept'. Red arrows point to each button. The entire form is enclosed in a black border.

**Figure 22: Profile Verification Module**



## 4. Prepare a Utilization Report

The following sections will guide you through the process of preparing and submitting a Utilization Report.

**Note:** To navigate the sections of the Utilization Report, select the <<Go Back or Next Page>> on the top right of the screen. The system does not support the BACK arrow, to return to a previous page select the <<Go Back button only.

### 4.1 Reporting History

The system will display the Reporting History Module. The Fiscal Year column displays previous and current reports. The Available Action column allows you to click on the link to act for the individual report listed (Figure 23).

1. To begin preparing your Utilization Report, select **Create** under the Available Action column. The system will direct you to Prepare the Utilization Report.
2. To edit an existing report, select **Edit**.

Current Utilization Report Signing History				
Date	Name	Title	Email	Phone

Fiscal Year	Available Action
2023	Create Reports Create
2024-unlocked 05/09/2023	Edit Existing Reports Edit
2022	View Completed/Locked Reports
2021	Exempt Exempt

[For further guidance about the reporting process click here.](#)

Figure 23: Reporting History Module



## 4.2 Prepare the Utilization Report

The system will display the EEO Utilization Report Seven Sections: Checklist module (Figure 24)

**Note:** If you are a returning user and have completed any of the sections, the completed sections will be checked. You can return to any completed checked section by clicking on it.

1. Select **Next Step>>** to continue to the next module.

EEO Utilization Report Seven Sections: Checklist

FAQ << Go Back **Next Step >>**

This tool will guide you in developing your EEO Utilization Report which will contain seven sections. If you are a returning user and have completed any of the sections below, that section will be underlined. You can return directly to any underlined section by clicking on it.

- Section One: Policy Statement ✓  
Provide your organization's non-discrimination policy statement. Upload relevant supporting documentation such as findings of discrimination.
- Section Two: Workforce Analysis ✓  
Report on the composition of your workforce in broad job categories, cross-classified by race, national origin, and sex.
- Section Three: Labor Market ✓  
Retrieve relevant, Census Bureau labor market data in broad job categories, cross-classified by race, national origin, and sex.
- Section Four: Utilization Analysis  
Compare your workforce to the relevant labor market to identify any significant underutilization within your workforce by race, national origin or sex, in the broad job categories.
- Section Five: Narrative Interpretation of Data ✓  
Provide a written narrative analyzing and interpreting your workforce data, including current trends.
- Section Six: Objectives and Steps  
Establish objectives to address any identified underutilization and explain the steps and your organization will take to achieve them.
- Section Seven: Dissemination Strategy: Internal & External  
Make a plan for disseminating the completed EEO Utilization Report within your organization and to the public.

Figure 24: Checklist Module

### Seven Sections:

#### Section 1 of 7: EEO Policy Statement

1. Enter your organization policy statement in the text box (Figure 25).

**NOTE:** If your text exceeds 2,000 characters, you may upload your policy as an attachment (see "How to upload Supporting Documentation").

2. Select **Next Step>>** to continue to the next module.

Section 1 of 7  
EEO Policy Statement

FAQ << Go Back **Next Step >>**

Please copy your organization's nondiscrimination policy statement into the box. If your policy statement is more than 2000 characters please attach it using the link below.

Test

What is a nondiscrimination policy statement? [click here](#)

Supporting Documentation

If your EEO policy statement is more than 2000 characters you may upload the policy statement here.

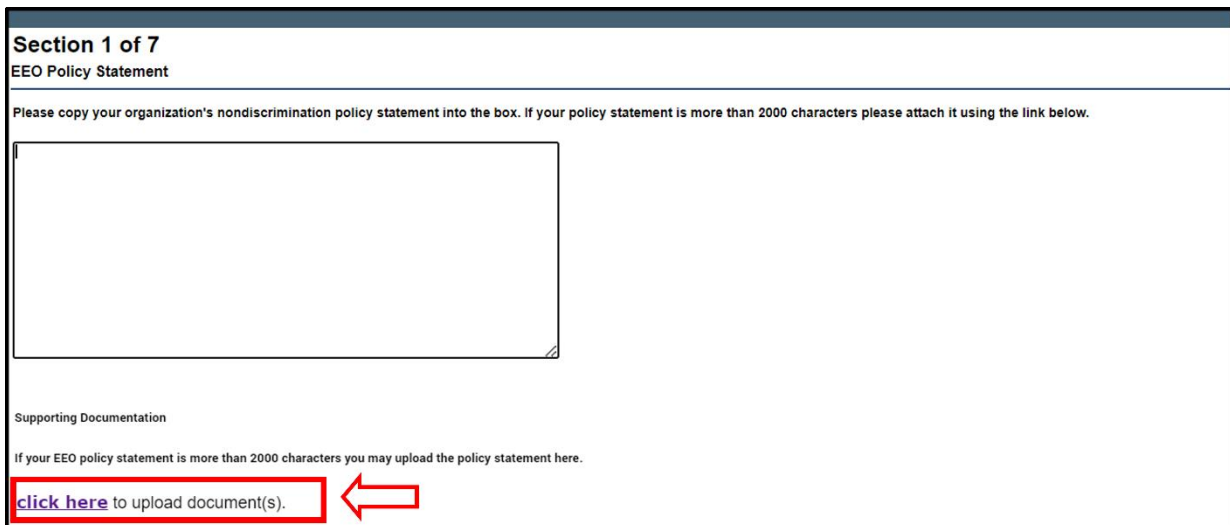
Documents Uploaded	
Name	Action
Uniform, Appearance, Equipment (2) (1) (2) (1) (1).doc	<a href="#">Replace</a>   <a href="#">Delete</a>

Figure 25: EEO Policy Statement Module



## How to upload Supporting Documentation

1. Select **Click Here** to be directed to the “Documents Uploaded” page (Figure 26).



The screenshot shows a form titled "Section 1 of 7" with the subtitle "EEO Policy Statement". Below the title is a text box for the policy statement. A red box highlights the text "click here" with a red arrow pointing to it. The text "click here" is part of a sentence: "If your EEO policy statement is more than 2000 characters you may upload the policy statement here. click here to upload document(s)."

Figure 26: Document Upload 1

2. Select your document by clicking on the **Choose File** button, then select **Upload** to upload your document (Figure 27).



The screenshot shows a form titled "Documentation Upload". Below the title is a text box for the document. A red box highlights the "Choose File" button. Below the "Choose File" button are two buttons: "Upload" and "Cancel". A red arrow points to the "Upload" button.

Figure 27: Document Upload 2





## Section 2a of 7: Total Number of Employees of Known Race, National Origin, and Sex

This module requires information to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex in eight (8) major categories (Figure 28).

1. Enter the **Total number of employees**.
2. Enter the **Number of employees of unknown race, national origin, or sex**.
3. The **Total number of employees of known race, national origin, or sex** will auto populate.
4. Select **Next Step >>** to continue to the next module.

Figure 28: Employee Classification Module

## Section 2b of 7: Building Sworn Officers Rank Chart

The system will prompt you to Build a Sworn Officer Rank Chart that includes each of your organization's sworn ranks, from lowest to highest, and the number of employees for each rank classified by race, national origin, and sex (Figure 29). **Please use PATROL OFFICERS as the first level, sworn, non-supervisory rank regardless of the actual title your organization uses.**

1. Select **Add Law Enforcement Rank**.

Figure 29: Sworn Officers Rank Chart Module

2. Enter the Sworn Officer Title in the **Rank Title** text box (Figure 30).
3. Select **Submit**.



**Figure 30: Sworn Officers Rank Title**

Continue this process until the highest sworn rank in your organization has been entered and the chart should reflect your organization's actual hierarchy.

4. Select **Next Step>>** to continue to the next module (Figure 31).

**Figure 31: Next Step Button**



## Section 2c of 7: Sworn Officers Rank Chart

The system will display the data entered on the previous page. The chart is broken down by sex and race or national origin (Figure 32).

1. Enter the number of employees for each job category in the **Total** column.
2. Enter the **number per column category**.
3. Select **Next Step>>** to continue to the next module.

Utilization Report | Profile and Verification

Section 2 of 7

FAQ Save << Go Back **Next Step >>**

Sworn Officers Rank Chart

Enter the number of employees for each rank broken down by sex and race or national origin.

Job Category	Total	Male							Female						
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Sergeant	10 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	10 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn-Patrol Officers	20 100%	20 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	

Figure 32: Sworn Officers Rank Chart Module

4. The system will import the information entered in the Workforce Analysis Chart (Figure 33).
5. Review the information on the chart.
6. Select **Next Step>>** to continue to the next module.

Utilization Report | Profile and Verification

Section 2 of 7

FAQ << Go Back **Next Step >>**

Race, Sex, and National Origin of Sworn Patrol Officers and Sworn Officials

Law enforcement agencies must separate their sworn employees into two categories:  
 Law enforcement agencies break this category down into two additional subcategories:  
 1. Patrol Officers: the most common rank for sworn employees; and  
 2. Officials: all sworn ranks above the patrol officer rank.

Based on your Sworn Officers Rank Chart, the system will import the following data into the Workforce Analysis Chart:

Job Category	Total	Male							Female						
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Protective Services: Sworn-Officials	30/ 100%	30/ 100%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	
Protective Services: Sworn-Patrol Officers	20/ 100%	20/ 100%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%		

To change this data, return to the [Sworn Officers Rank Chart](#). To proceed to the Workforce Analysis Chart, click "Next Step".

Figure 33: Law Enforcement Chart Module



## Section 2d of 7: Workforce Analysis Chart

In each job category, enter the appropriate information to calculate the number of employees (Figure 34).

1. Enter the total number of employees in each job category in the **Total** column.
2. Enter the number of employees for each category by gender and race or national origin.
3. Select **Calculate %**.
4. Select **Next Step>>** to continue to the next module.

Section 2 of 7

FAQ Save << Go Back **Next Step >>**

Workforce Analysis Chart

In each job category row below, enter the number of employees cross-classified by race, national origin, and sex. Make sure the row total reflects the total number of employees for that job category. For help assigning a position to the correct job categories, [click here](#)

The total number of reported employees is: 55  
Once you have entered all of the workforce numbers click here: **Calculate %** If your totals in each row do not add up to 100%, [click here](#)

Job Category	Total	Male								Female							
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other		
Officials/Administrators	20 100%	20 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%		
Professionals	5 100%	0 0%	5 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Technicians	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Protective Services: Sworn Officers	10 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	10 100%	0 0%	0 0%	0 0%	0 0%	0 0%			
Protective Services: Sworn Patrol Officers	20 100%	20 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Protective Services: Non-sworn	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Administrative Support	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Skilled Craft	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Service/Maintenance	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
<b>Totals</b>	<b>100%</b>	<b>40/73%</b>	<b>5/9%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>10/18%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>			

For a copy of a blank Workforce Analysis Chart, [click here](#)

Figure 34: Workforce Analysis Chart Module

## Section 3a of 7: Relevant Labor Market

This module involves selecting the relevant labor market to evaluate your organization's workforce in comparison to your community (Figure 35).

1. Click on the form field to select your **State**.
2. Click on the form field to select the **Relevant Labor Market**.
3. Select **Next Step>>** to continue to the next module.

Section 3 of 7

FAQ << Go Back **Next Step >>**

Select the Relevant Labor Market

This section involved selecting the relevant labor market so you can evaluate how representative your organization's workforce is of your community. In deciding what community labor statistics to use, you should consider the following:

- Where do you recruit new employees?
- Are there any residential requirements for new employees?
- From where do most of your new employees come?
- Where do most of your current employees live?

Answers to these questions will help determine whether the most relevant labor market statistics are from a state, a county, a number of counties, a city or town, or a metropolitan statistical area (MSA). The availability of Census data for some geographic areas may also limit your options.

Select your State:  
Virginia

Select the relevant labor market below:  
Loudoun County

Figure 35: Relevant Labor Market



## Section 3b of 7: Relevant Labor Market Statistics

The Relevant Labor Market Statistics chart will display the information provided in the previous module (Figure 36).

1. Review the relevant market statistics that have been loaded for the county selected.
2. Select **Next Step>>** to proceed to the next module.

Section 3 of 7														
Relevant Labor Market Statistics														
Review the relevant market statistics that have been loaded for Loudoun County before proceeding to the next step.														
Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials and Managers	13,075/43.3%	1,845/4.4%	1,335/4.4%	45/0.1%	2,085/6.9%	4/0%	500/1.7%	8,980/28.8%	855/2.8%	775/2.9%	15/0%	1,495/5%	0/0%	275/0.9%
Professional	11,635/31.1%	1,259/2.8%	1,400/3.2%	60/0.1%	4,280/9.8%	15/0%	905/2.1%	15,340/34.8%	1,575/3.8%	1,425/3.2%	800/2%	3,565/8.1%	15/0%	350/0.8%
Technicians	3,520/35.7%	690/7%	720/7.3%	0/0%	430/4.4%	0/0%	65/0.7%	2,655/28.9%	615/6.2%	445/4.5%	0/0%	560/5.7%	0/0%	100/1.0%
Protective Service: Sworn	1,755/50.2%	210/6%	530/15.2%	0/0%	200/5.7%	100/3%	140/4%	335/9.6%	100/2.9%	105/3%	0/0%	95/2.7%	0/0%	15/0.4%
Protective Service: Non-Sworn	235/56.2%	165/25.4%	35/5.4%	0/0%	20/3.1%	0/0%	20/3.1%	125/19.2%	0/0%	25/3.8%	0/0%	25/3.8%	0/0%	0/0%
Administrative Support	8,520/23.8%	1,885/2%	1,710/4.7%	85/0.2%	1,875/5.2%	0/0%	410/1.1%	12,640/35%	2,705/7.5%	2,600/7.2%	45/0.1%	2,735/7.6%	95/0.3%	890/2.4%
Skilled Craft	7,180/46.6%	5,410/35.1%	895/5.8%	40/0%	645/4.2%	4/0%	320/2.1%	410/2.7%	265/1.7%	195/1.3%	0/0%	75/0.5%	40/0%	100/1%
Service Maintenance	7,840/22%	6,885/19.2%	2,790/7.8%	40/0.1%	1,555/4.4%	4/0%	490/1.4%	5,630/18.8%	5,830/18.3%	1,710/4.8%	45/0.1%	1,600/4.5%	9/0%	300/0.8%
<b>Total</b>	<b>55,760/32%</b>	<b>18,115/10%</b>	<b>9,415/5%</b>	<b>234/0%</b>	<b>11,000/6%</b>	<b>37/0%</b>	<b>2,850/2%</b>	<b>46,225/26%</b>	<b>11,945/7%</b>	<b>7,280/4%</b>	<b>185/0%</b>	<b>10,150/6%</b>	<b>114/0%</b>	<b>1,970/1%</b>

Figure 36: Relevant Labor Market Statistics

## Section 4a of 7: Utilization Analysis Chart: Subtraction

The Utilization Analysis Chart: Subtraction provides an overview of your reported workforce to the relevant labor market statistics for the area that you selected (Figure 37).

1. Review the Utilization Analysis Chart: Subtraction.
2. Select **Next Step>>** to proceed to the next module.

Section 4 of 7														
Utilization Analysis Chart: Subtraction														
The fourth section involves reviewing utilization analysis charts. Using simple subtraction, the first utilization analysis chart compares your reported workforce to the relevant labor market statistics for the area that you selected. The negative numbers indicate underutilizations (i.e., where your workforce has comparatively fewer people in each category than similarly qualified people available in your labor market). *The system calculates workforce utilization to the closest whole number.														
Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators														
Your Agency	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	320/62.7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	175/34.3%	15/2.9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization % *	37%	0%	0%	0%	0%	0%	0%	-34%	-3%	0%	0%	0%	0%	0%
Professionals														
Your Agency	0/0%	5/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	190/28.2%	0/0%	25/3.7%	0/0%	0/0%	0/0%	0/0%	440/65.4%	40/6%	0/0%	0/0%	40/6%	0/0%	10/1.5%
Utilization % *	-28%	100%	-4%	0%	0%	0%	0%	-65%	-1%	0%	0%	-1%	0%	-1%
Technicians														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	210/51.3%	10/2.4%	0/0%	4/1%	0/0%	0/0%	10/2.4%	165/40.3%	0/0%	0/0%	0/0%	0/0%	0/0%	10/2.4%
Utilization % *	-51%	-2%	0%	-1%	0%	0%	-2%	-40%	0%	0%	0%	0%	0%	-2%
Protective Services: Sworn-Officials														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Cloud County	25/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization % *	-100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Your Agency	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Figure 37: Utilization Analysis Chart: Subtraction Module



## Section 4b of 7: Utilization Analysis Chart: Statistically Significant Underutilizations

The Utilization Analysis Chart: Statistically Significant Underutilizations displays each job category where a statistically significant underutilization for a particular group is identified (Figure 38).

1. Review the Utilization Analysis Chart: Statistically Significant Underutilizations.
2. Select **Next Step>>** to continue to the next module.

Utilization Report | Profile and Verification

Section 4 of 7

Utilization Analysis Chart: Statistical Significant Underutilizations

In evaluating discriminatory practices in the workplace, courts have generally recognized the use of Chi-square or Fisher's exact test to determine if underutilizations of protected groups are statistically significant and unlikely to be due to mere chance.

Based on the data you provided, the utilization analysis chart below displays each job categories where based on this standard a statistically significant underutilization of qualified workers for a particular group may have occurred.

Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators								✓						
Professionals								✓		✓				
Technicians			✓					✓		✓				
Protective Services: Sworn Officials		✓	✓							✓				
Protective Services: Sworn Patrol Officers								✓						
Skilled Craft		✓	✓					✓		✓				

**Figure 38: Utilization Analysis Chart: Statistically Significant Underutilizations**

## Section 5 of 7: Narrative Interpretation Data

After reviewing the Utilization Analysis Chart, write a narrative that interprets and explains the data (Figure 39).

1. Enter your narrative in the text box.
2. If you are uploading documentation, select **Click Here** and follow the instructions provided in Section 1 of 7: EEO Policy Statement to upload documents.

**NOTE:** If your text exceeds 2,000 characters, you may upload documentation (see “How to upload Supporting Documentation” in Section 2 of 7). More than one supporting document can be uploaded to the Narrative of Interpretation page.



**Section 5 of 7**  
Narrative Interpretation of Data

After reviewing the Utilization Analysis Charts, write a narrative that interprets and explains the data. This narrative should identify particular job categories with notable underrepresentations of employees of a particular race and sex, then explain why relatively high percentages of underrepresentation may be occurring. Additionally, factors that inform your organization's workforce profile, such as unique community or organizational situations or demographic shifts since Census tabulation, should be noted and explained. For an example of an interpretive narrative, see the [Sample EEO Utilization Report](#).

Can I attach documents to the online EEO Utilization Report? [Click here](#)  
Can I cut and paste text into the online EEO Utilization Report? [Click here](#)

Supporting Documentation

Please upload relevant supporting documentation including any findings of discrimination against your organization from the past three (3) years. Additional supporting documentation such as subrecipient information should also be uploaded here.

Documents Uploaded	
Name	Action
Uniform, Appearance, Equipment (2) (1) (2) (1) (1).doc	<a href="#">Replace</a>   <a href="#">Delete</a>

[click here](#) to upload document(s).

**Figure 39: Narrative Interpretation of Data Module**

- Once complete, you will be redirected to the Narrative Interpretation of Data module. Review the “Documents Uploaded” box to review the uploaded documents (Figure 40).
- Select **Next Step>>** to continue to the next module.

**Section 5 of 7**  
Narrative Interpretation of Data

After reviewing the Utilization Analysis Charts, write a narrative that interprets and explains the data. This narrative should identify particular job categories with notable underrepresentations of employees of a particular race and sex, then explain why relatively high percentages of underrepresentation may be occurring. Additionally, factors that inform your organization's workforce profile, such as unique community or organizational situations or demographic shifts since Census tabulation, should be noted and explained. For an example of an interpretive narrative, see the [Sample EEO Utilization Report](#).

Can I attach documents to the online EEO Utilization Report? [Click here](#)  
Can I cut and paste text into the online EEO Utilization Report? [Click here](#)

Supporting Documentation

Please upload relevant supporting documentation including any findings of discrimination against your organization from the past three (3) years. Additional supporting documentation such as subrecipient information should also be uploaded here.

Documents Uploaded	
Name	Action
Uniform, Appearance, Equipment (2) (1) (2) (1) (1).doc	<a href="#">Replace</a>   <a href="#">Delete</a>

[click here](#) to upload document(s).

**Figure 40: Uploaded Documents**



## Section 6 of 7: Objectives and Steps

List your planned objectives to address any underutilization identified or to maintain your current utilization (Figure 41). **You must enter at least one objective. Objectives will answer the question: What needs to be done to achieve EEO?**

1. Select **Add Objective**.

**Section 6 of 7**  
Objectives and Steps

Utilization Report | Profile and Verification

FAQ << Go Back Next Step >>

In section six, provide your organization's strategy to address any identified underutilization or to maintain current utilization.

1. Based on the interpretation of your organization's utilization data, provide specific, measurable objectives. Objectives will answer the question: What needs to be done to achieve EEO?
2. Provide the concrete steps your organization will take to meet the objective. Steps answer the question: How will this objective be met? Steps should include the action(s) to be taken, a time frame for completion and identify who within your organization is responsible for the step.

For examples of objectives and steps see the [Sample EEO Utilization Report](#).

To enter objectives click on the "Add Objective" button below. Enter the first objective in the text box.

After entering the objective, you will be required to enter the steps that your organization will take to implement that objective.

For each additional objective, repeat the same process.

To edit, simply click the name of the objective you want to change. A text box will appear with the name of the objective. Edit the text and click submit.

Active Objectives			
<input type="checkbox"/>	Objective 1	<a href="#">View/Update Objective</a>	<a href="#">Add Step</a>
	a. Step 1	<a href="#">View/Edit/Delete Step</a>	

**Add Objective** Delete Objective

Figure 41: Objective

2. The system will direct you to enter the objective in the text box. Enter objective and select **Submit** (Figure 42).

**Objectives**

Cancel Submit

Figure 42: Add Objective

3. After entering the objective, you will be required to enter the steps that your organization will take to implement the listed objective. **Each objective must have at least one step. Steps should include the specific action your organization will take, include a timeframe for completion and identify who is responsible for the step.**
4. Select **Add Step** (Figure 43).

**Section 6 of 7**  
Steps to Achieve Objectives

Utilization Report | Profile and Verification

FAQ << Go Back Next Step >>

Objective 1
Step(s)

**Add Step** Delete Step

Figure 43: Add Step





5. Add the Step in the Objective text box. Select **Submit** (Figure 44).

Steps to Achieve Objectives

OBJ1

Cancel Submit

**Figure 44: Add Objective Step**

6. To view or edit the step, select **View/Edit Step** (Figure 45).
7. For each additional objective, repeat the same process
8. Select **Next Step>>** to continue to the next module.

Section 6 of 7  
Objectives and Steps

FAQ << Go Back **Next Step >>**

In section six, provide your organization's strategy to address any identified underutilization or to maintain current utilization.

1. Based on the interpretation of your organization's utilization data, provide specific, measurable objectives. Objectives will answer the question: What needs to be done to achieve EEO?
2. Provide the concrete steps your organization will take to meet the objective. Steps answer the question: How will this objective be met? Steps should include the action(s) to be taken, a time frame for completion and identify who within your organization is responsible for the step.

For examples of objectives and steps see the [Sample EEO Utilization Report](#).

To enter objectives click on the "Add Objective" button below. Enter the first objective in the text box.

After entering the objective, you will be required to enter the steps that your organization will take to implement that objective.

For each additional objective, repeat the same process.

To edit, simply click the name of the objective you want to change. A text box will appear with the name of the objective. Edit the text and click submit.

Active Objectives			
<input type="checkbox"/>	Objective 1	<a href="#">View/Update Objective</a>	<a href="#">Add Step</a>
	a. Step 1		<a href="#">View/Edit/Delete Step</a>

Add Objective Delete Objective

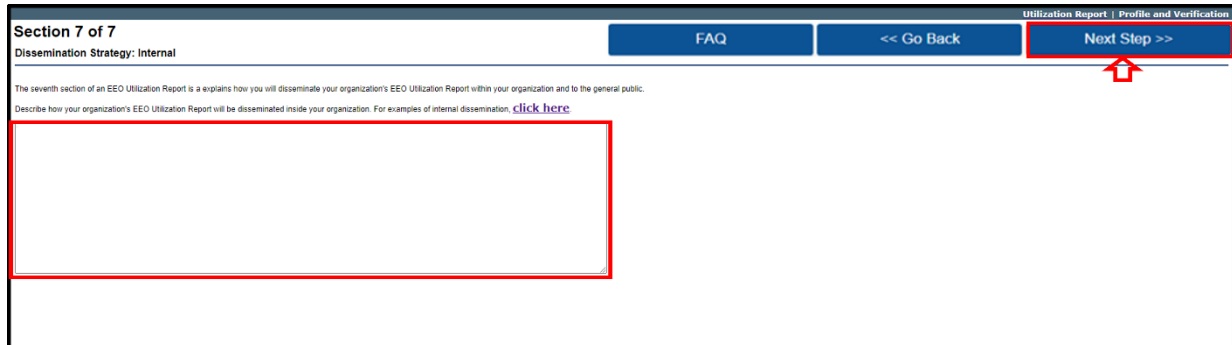
**Figure 45: View/Edit Objective**



## Section 7a of 7: Dissemination Strategy: Internal

This module requires you to explain how you will disseminate the EEO Utilization Report *within* your organization (Figure 46).

1. Enter your internal dissemination strategy in the text box.
2. Select **Next Step>>** to continue to the next module.

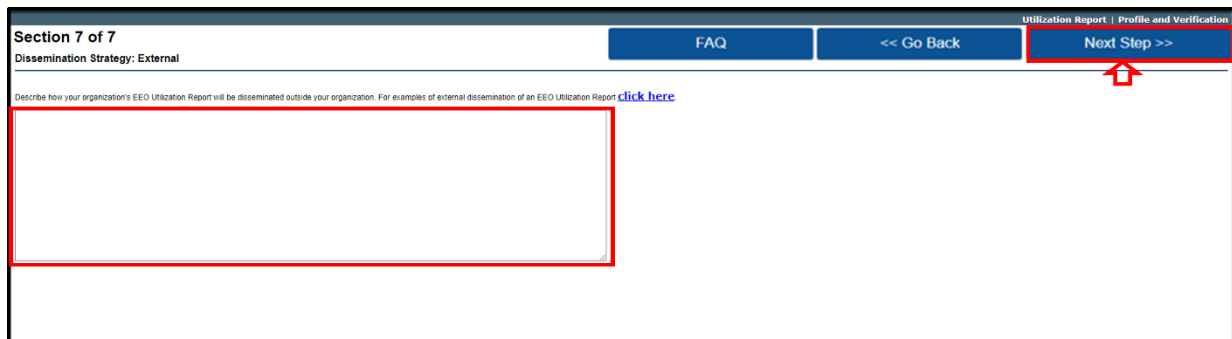
The screenshot shows a web interface for 'Section 7 of 7: Dissemination Strategy: Internal'. At the top right, there is a navigation bar with 'FAQ', '<< Go Back', and 'Next Step >>'. The 'Next Step >>' button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a text area for entering the internal dissemination strategy, which is also outlined with a red box. The text area contains a placeholder text: 'Describe how your organization's EEO Utilization Report will be disseminated inside your organization. For examples of internal dissemination, [click here](#).'

**Figure 46: Internal Dissemination Strategy Module**

## Section 7b of 7: Dissemination Strategy: External

This module requires you to explain how you will disseminate the EEO Utilization Report *outside* of your organization, including to the general public (Figure 47).

1. Enter your external dissemination strategy in the text box.
2. Select **Next Step>>** to continue to the next module.

The screenshot shows a web interface for 'Section 7 of 7: Dissemination Strategy: External'. At the top right, there is a navigation bar with 'FAQ', '<< Go Back', and 'Next Step >>'. The 'Next Step >>' button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a text area for entering the external dissemination strategy, which is also outlined with a red box. The text area contains a placeholder text: 'Describe how your organization's EEO Utilization Report will be disseminated outside your organization. For examples of external dissemination of an EEO Utilization Report, [click here](#).'

**Figure 47: External Dissemination Strategy Module**



## 5. EEO Utilization Report

The system will display the EEO Utilization Report module. Before you submit your EEO Utilization Report for approval, you must certify it as final (Figure 48).

1. Enter your **Name, Title, Email** address, and **Phone** number.
2. Click the PDF icon, and the uploaded documents in the “Documents Uploaded” box, to review your report and uploaded documents prior to submission.
3. When you are ready to certify and submit the report to OCR, select **Certify and Submit as Final**.

**EEO Utilization Report**

Utilization Report | Profile and Verification

Before you submit your EEO Utilization Report for approval, you must certify it as final. To submit please fill in required fields and click on the "Certify and Submit as Final" button.

Name:  \*required

Title:  \*required

Email:  \*required

Phone:  \*required

EEO Utilization Reports must be signed and certified by a responsible official who has the authority to implement your Equal Employment Opportunity Program. Electronic submission of this report constitutes a signature and certification.

**Certify and Submit as Final**

To open, review and print your complete EEO Utilization Report click here

The documents you uploaded for this EEO Utilization Report can be viewed/downloaded by clicking the documents' name links below:

Documents Uploaded
<a href="#">Uniform Appearance, Equipment (2) (1) (2) (1) (1).doc</a>
<a href="#">Uniform Appearance, Equipment (2) (1) (2) (1) (1).doc</a>

If you still require programmatic assistance with your submission, please call the Office for Civil Rights at 202-616-1771 and leave a detailed message, or email [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). If you have IT or system related problems with your submission, please call the EEO Service Desk at 202-307-0627 and leave a detailed message, or email [EEOPITSupport@usdoj.gov](mailto:EEOPITSupport@usdoj.gov).

**Figure 48: EEO Utilization Report Module**

4. A pop-up will appear to certify that you have the proper assigned role to implement the EEOP (Figure 49). Review the information in the pop-up.
5. Select **OK** to certify and submit as final.



**eeop-test.ocr.ojp.gov says**

By clicking OK you are certifying that you are a responsible official who has the authority to implement your Equal Employment Opportunity Program.

**OK** **Cancel**

**EEO Utilization Report**

Before you submit your EEO Utilization Report for approval, you must click the "Certify and Submit as Final" button.

Name: Sabrina Rahman  
\*required

Title: Manger  
\*required

Email: test@gmail.com  
\*required

Phone: 571-399-6478  
\*required

EEO Utilization Reports must be signed and certified by a responsible official who has the authority to implement your Equal Employment Opportunity Program. Electronic submission of this report constitutes a signature and certification.

**Certify and Submit as Final**

To open, review and print your complete EEO Utilization Report click here.

The documents you uploaded for this EEO Utilization Report can be viewed/downloaded by clicking the documents' name links below:

Documents Uploaded	
Name	
<a href="#">Uniform Appearance, Equipment (2) (1) (2) (1) (1).doc</a>	
<a href="#">Uniform Appearance, Equipment (2) (1) (2) (1) (1).doc</a>	

If you still require programmatic assistance with your submission, please call the Office for Civil Rights at 202-616-1771 and leave a detailed message, or email [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). If you have IT or system related problems with your submission, please call the EEO Service Desk at 202-307-0627 and leave a detailed message, or email [EEOPITSupport@usdoj.gov](mailto:EEOPITSupport@usdoj.gov).

**Figure 49: EEO Utilization Report Pop-up**

The system displays a **"Congratulations"** page. You have completed the Utilization Report submission process. OCR will review your report and contact you as needed (Figure 50).

**EEO Utilization Report**

**Profile and Verification**

**FAQ**

Congratulations, you have completed the EEO Utilization Report! You can download the PDF below as confirmation that utilization report has been completed and to archive. The form was certified by Sabrina Rahman, Manger, Email-test@gmail.com, Phone-571-399-6478, on Thu May 04 13:03:39 EDT 2023.

EEO Utilization Reports must be signed and certified by a responsible official who has the authority to implement your Equal Employment Opportunity Program. Electronic submission of this report constitutes a signature and certification.

To open, review and print your complete EEO Utilization Report click here.

The documents you uploaded for this EEO Utilization Report can be viewed/downloaded by clicking the documents' name links below:

Documents Uploaded	
Name	
<a href="#">Uniform Appearance, Equipment (2) (1) (2) (1) (1).doc</a>	
<a href="#">Uniform Appearance, Equipment (2) (1) (2) (1) (1).doc</a>	

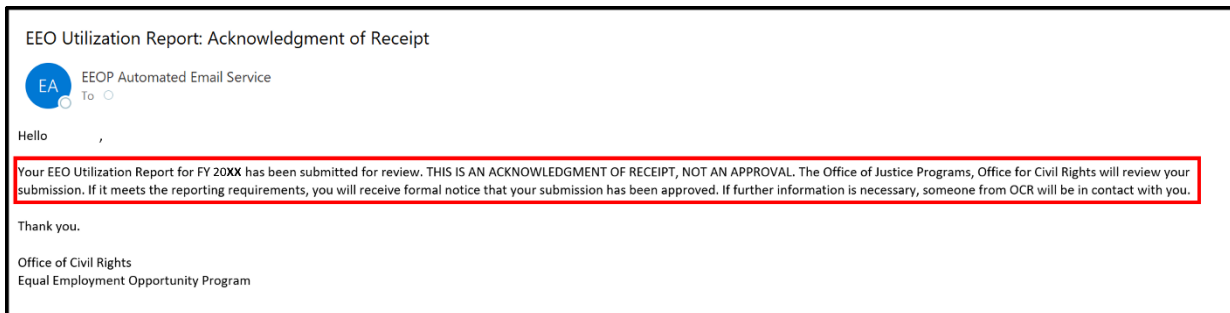
If you still require programmatic assistance with your submission, please call the Office for Civil Rights at 202-616-1771 and leave a detailed message, or email [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). If you have IT or system related problems with your submission, please call the EEO Service Desk at 202-307-0627 and leave a detailed message, or email [EEOPITSupport@usdoj.gov](mailto:EEOPITSupport@usdoj.gov).

**Figure 50: Review and Print EEO Utilization Report**

Click the PDF icon to open, review, and print your completed EEO Utilization Report. You may also review any uploaded documents by clicking on the document.

Once the Utilization Report is submitted, the system will generate an email and send it to your email address to confirm submission (Figure 51).





**Figure 51: EEO Utilization Report Submission Notification**

As a matter of policy OCR reviews all Utilization Reports from recipients with a single award of greater than \$500,000. Your reporting requirement is not fulfilled until OCR reviews and approves your submission. Utilization Reports from recipients of \$25,000 – \$499,999 are also subject of periodic review. To return to the Organization Profile, select the **Profile and Certification** link in upper right corner.

